

# DEPARTMENT OF DEFENSE

## DIRECTIVES SYSTEM TRANSMITTAL

NUMBER *DODI-*  
1332.36, Change-1

DATE  
January 6, 1995

DISTRIBUTION  
1000 Series

### ATTACHMENTS

3 Pages

*Change 1 to AD-A277090*

### INSTRUCTIONS FOR RECIPIENTS

The following pen changes to DoD Instruction 1332.36, "Preseparation Counseling For Military Personnel," February 14, 1994, are authorized:

### PEN CHANGES

#### Page 2

Subsection E.1. Change "Assistant" to "Under"

Paragraph E.2.b., line 1. Change "Assistant" to "Under"

#### Page 8

Section G., line 2. Change "Assistant" to "Under"

Signature block, line 2. Change "Assistant" to "Under"

#### Enclosures

Line 1. Change "2" to "3"

Add new enclosure "3. Transition Benefits Eligibility Chart"



### PAGE CHANGES

Remove: Pages 3 and 4

Insert: Attached replacement pages and new enclosure page 3-1

Changes appear on page 3 and are indicated by marginal asterisks.

### EFFECTIVE DATE

The above changes are effective immediately. Forward one copy of revised implementing documents to the Under Secretary of Defense for Personnel and Readiness within 120 days.

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*Beverly Whitehead*  
BEVERLY WHITEHEAD  
Director  
Correspondence and Directives

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

2. Transition Assistance Program Counselors shall use DD Form 2648, "Preseparation Counseling Checklist," (enclosure 1) to document preseparation counseling and it shall be signed by the Service member and his or her counselor. A signed original of the DD Form 2648 shall be placed in the Service record of each member, and retained as a part of the permanent record.

3. The Military Services shall ensure separating Service members assigned to remote locations, or other sites where it is not possible to obtain face-to-face preseparation counseling, are allowed access to a Transition Assistance Program Counselor, regardless of Service affiliation, through Service-funded TDY/TAD of the Service member or Counselor, whenever possible. The Service member's command is responsible for ensuring that face-to-face preseparation counseling and DoD and/or Service publications are available to its personnel. At a minimum, in no case shall a Service member be separated without having the opportunity to review applicable DoD or Service publications describing transition services and benefits and sign DD Form 2648. Transition Assistance Program Counselors at separation sites for Service members assigned to remote locations or other sites where it is not possible to obtain face-to-face counseling, shall review the DD Form 2648 with separating Service members and sign it. The signed original of the form shall then be filed in the Service record.

\* 4. Preseparation counseling shall consist of briefings on transition services and the  
\* separation benefits in the chart at enclosure 3 and discussed in paragraphs F.4.a. through  
\* F.4.k., below. Transition Assistance Program counselors shall use the Service member's  
\* projected Separation Program Designation (SPD) code, characterization of service, and  
\* the chart at enclosure 3 to help ensure that they correctly counsel Service members being  
\* involuntarily separated under other than adverse conditions, or those voluntarily separating  
\* under the Special Separation Benefit (SSB) or Voluntary Separation Incentive (VSI)  
\* programs, on their separation benefits. In some cases, public law requires separating  
\* Service members to apply for a benefit within a specified period of time. Applicable time  
limits are specified in paragraphs 4.a. through 4.k., below, and start on the Service  
member's date of separation or after verification of eligibility (upon completion of a DD  
Form 1173, "Uniformed Services Identification and Privilege Card," whichever is later.)  
See the Assistant Secretary of Defense for Force Management and Personnel  
Memorandum (reference (f)) for additional guidance on verification of eligibility.

a. Assistance with creating and executing a detailed individual transition plan. The plan shall include, but not be limited to, the following:

(1) The Service member's (and spouse as desired) post-military Service employment, education, training, and/or other objectives.

(2) The transition services the Service member and spouse will need to help them achieve their objectives, and transition benefits for which the member is eligible.

(3) Which installation or community agency will deliver the services or benefits, their location, point of contact, and telephone number.

(4) When the services will be delivered.

(5) Other available counseling or services that the Service member indicates will be needed to assist with his or her transition.

b. Effects of a career change (for example, change in personal identity, stress, and impact on other family members).

c. Employment assistance, to include but not limited to, the following:

(1) Importance and use of DD Form 2586, "Verification of Military Experience and Training." Ideally, Service members shall receive this form at least 120 days before their separation date. Transition Assistance Program Counselors shall encourage Service members to use this information to assist them in converting their military training and skills into language civilian employers will understand.

(2) Department of Labor Transition Assistance Program Workshop and Service or installation-sponsored transition assistance programs and seminars.

(3) Defense Outplacement Referral System (DORS). Transition Assistance Program Counselors shall encourage Service members to use this electronic link to employers, as well as ensuring they explain to separating Service members the importance of using all available job-hunting tools.

(4) Public And Community Service. Transition Assistance Program Counselors shall encourage separating Service members to consider public and community service as an employment option and advise Service members that registration for public and community service is mandatory for early retirement under Pub. L. No. 102-484, Section 4403 (reference (d)).

(5) Transition Bulletin Board (TBB). Transition Assistance Program Counselors shall advise Service members of the availability of job announcements and other transition-related services announced on the TBB, and the importance of periodically reviewing the TBB.

(6) Special placement programs such as teacher and teacher aide certification and placement program. Transition Assistance Program Counselors shall ensure they provide eligible separating Service members with information about special placement programs. Information shall include, as a minimum, basic eligibility requirements for these programs, points of contact for obtaining further guidance, and application procedures.

(7) Federal employment opportunities. Transition Assistance Program Counselors shall advise separating Service members of the availability of information regarding Federal employment opportunities, and shall provide information to interested Service members.

# TRANSITION BENEFITS ELIGIBILITY CHART

January 6, 1995  
1332.36 (Encl 3)

IF SERVICE MEMBER IS:	AND THE SEPARATION PROGRAM DESIGNATION (SPD) CODE IS:	THEN SERVICE MEMBER MAY BE ELIGIBLE FOR (1):									
		1-YEAR HOUSE-HOLD GOODS STORAGE	HOME OF SELECTION MOVE	180-DAY EXTENSION IN MILITARY FAMILY HOUSING	COMMISSARY AND EXCHANGE PRIVILEGES FOR 2 YEARS	MONTGOMERY GI BILL ENROLLMENT OR VETERANS EDUCATION ASSISTANCE PROGRAM CONVERSION	MEDICAL AND DENTAL CARE	PRIORITY AFFILIATION WITH THE GUARD OR RESERVE	CONTINUED HEALTH INSURANCE, INCLUDING PRE-EXISTING CONDITIONS COVERAGE	ONE-TIME NAF HIRING PREFERENCE	EXTENSION IN DODDS FOR CHILDREN IN THEIR SENIOR YEAR
SEPARATING UNDER THE VSI/SSB PROGRAM	FCA/KCA/MCA/FCB/KCB/MCB	YES	YES	YES	YES	YES	YES	YES	YES	YES	
INVOLUNTARILY SEPARATING UNDER OTHER THAN ADVERSE CONDITIONS (2)	(See footnote 3)	YES	YES	YES	YES	YES	YES	YES	YES	YES	

## NOTES:

1. Transition assistance program counselors should provide specific benefit eligibility information to Service members or refer them to the appropriate office for further information.
2. Military Service members shall be considered to be involuntarily separated if he or she was on active duty or full time National Guard duty on September 30, 1990 or on or after November 30, 1993, and have been separated under other than adverse conditions. "Under other than adverse conditions" is defined as service characterized as "Honorable" or "General (under honorable conditions)".

3. JBB/LBB/JBC/LBC/LBD/JBK/LBK/LBM/LBM/LCC/LCC/JCP/BCR/GCR/HCR/JCR/LCR/JDF/BDG/GDG/HDG/JDG/LDG/BDK/GDK/HDK/JDK/GFC/HFC/JFC/LFC/JFF/LFF/JFG/LFG/JFH/JFL/JFM/JFN/JFQ/JFR/BFT/GFT/HFT/JFT/LFT/BFV/GFV/HFV/JFV/LFW/BFX/GFX/HFX/JFX/LFX/JGB/LGB/LGC/GGH/HGH/JGH/LGH/LGJ/BHF/HHF/JHF/JND/LND/BRB/GRB/HRB/JRB

Accession For	
NTIS CRA&I	<input checked="" type="checkbox"/>
DTIC TAB	<input type="checkbox"/>
Unannounced	<input type="checkbox"/>
Justification _____	
By _____	
Distribution /	
Availability Codes	
Dist	Avail and / or Special
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